Instructions for Completing the CCR Tools Access Form
For U.S. Government Employees

Block 1. Agency Information

Department/Branch/Service/Agency. Provide the U.S. Government entity such as Navy, Air Force, National Aeronautics and Space Administration (NASA), Department of Treasury, etc.

Major Command. Please provide the name of your major command such as Naval Supply Command or Bureau of Public Dept.

Agency Mailing Address: Enter the mailing address of your agency or organization. Please include the city and country if APO or FPO address is given.

Block 2. CCR Tools User Information.

Please provide your signature and printed name.

Social Security Number: This information is used by your Command Security Office to verify your employment status. We will delete the first three numbers of your SSN after your security office has provided all the information needed in Block 3. The last six digits of your social security number will be used to verify your identity when you need a password reset.

Personal Identification Information: Please provide your mother's maiden name. The National Security Agency (NSA) provided guidance to our agency to clearly identify each user of CCR Tools. This information along with the last six digits of your social security number may be used to verify your identity when you need a password reset or need assistance with your CCR Tools access. Your personal information will be kept confidential and not used for any other purpose.

Defense Logistics Agency (DLA) Standard LOGON: LOGON or User ID provided to Government employees at DLA activities. If you work at a DLA activity and do not have a DLA Standard LOGON (or user ID) please contact your ADP security office to assign one. Our office will assign user IDs for CCR Tools for users at non-DLA activities.

Block 3. Security Verification. If you are a Department of Defense employee, your Command Security Office must complete this block. Please adhere to any policies or procedures established by your agency for requesting access to on-line systems.

Block 4. Supervisory Approval. Your Supervisor must complete and sign this block and check the access level that you require for your job. Two access levels are available. One for proprietary information and the other for sensitive information. Sensitive information contains personal and financial data for contractors in CCR. For further information on the access levels, please contact us at 1-888-227-2423.

Block 5. Point of Contact Approval. **For your information only**. DLIS will forward your registration form to the appropriate POC for approval. You should **NOT** send your registration form directly to the POC for processing.

DoD employees and their U.S. Government sponsored contractors* requesting access to CCR Tools must be approved by the point of contact at the Defense Finance and Accounting Service (DFAS).

Ms. Susan Carter, Director, Contract Pay Systems Interrogation Office Phone: 614-693-7929, FAX: 614-693-9050. Mr. Wayne Lambert, DFAS-CO, alternate.

Federal Agency (Non-DoD) employees and their U.S. Government sponsored contractors* must be approved by the point of contact at the Defense eBusiness Program Office:

Ms. Lisa Romney, Phone: 703-767-6920 FAX: 703-767-0162.

*Note: All contractors requesting access to CCR Tools must fill out the CCR Tools Registration Form for U.S. Government Sponsored Contractors.

Block 6. Non-Disclosure Agreement. This agreement must be signed by the person requesting access to CCR Tools. Print your name and date on the first page. If you are not sure how long you will need access to CCR Tools, provide your best estimate in the number of years. For instance, if you think you need access to this system to perform your current job duties for 5 years, enter "5" in this section.

On the second page, sign the section "Signature of Acknowledging Party". Print your name below and enter the date you signed on the last line.

CCR Tools User Overview

Activation

- Fill out the appropriate Tools form (Government Employee or Government Sponsored Contractor) and the Non-Disclosure Agreement.
- Fax or Mail forms back to DLIS (address information found on first page of registration form)
- DLIS notifies you of the username and password needed to access the CCR Tools application.

Modification

- Contact DLIS via email at on-line@dlis.dla.mil or phone us at 888-352-9333. In the subject line type CCR Tools and in the body of the message include name of user, modifications needed, User ID and the last six digits of the social security number.

Password Reset

- Contact DLIS via email at on-line@dlis.dla.mil or phone us at 888-352-9333. In the subject line type CCR Tools and in the body of the message include name of user, request for password to be changed, User ID and the last six digits of the social security number.

Termination

- Contact DLIS via email at on-line@dlis.dla.mil or phone us at 800-352-9333. In the subject line type CCR Tools and in the body of the message include name of user, request for termination, User ID and last six digits of the social security number.